Adult Education Instructor Self-Evaluation Growth Plan Form

Step 1: Instructor Skills and Knowledge: *Effective adult education instructors demonstrate the following skills and knowledge:*

Instructions: The following tool is for your use in preparing your PD plan. Your self-assessment will help identify areas of strength and areas that need improvement. Read each of the statements below and rate yourself. Then determine priorities based on your work.

I	**Foundation**—Instructor demonstrates foundational knowledge in adult learning, academic content areas, assessment instruments and technology.	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
1.1	Demonstrates knowledge of adult learning principles	1	2	3	1	2	3
1.2	Demonstrates knowledge in the content area(s), e.g., reading, writing, and math	1	2	3	1	2	3
1.3	Demonstrates knowledge of appropriate measurement principles	1	2	3	1	2	3
1.4	Demonstrates knowledge of basic technological skills	1	2	3	1	2	3
1.5	Demonstrates knowledge of effective instructional strategies to reach struggling or all students.	1	2	3	1	2	3

II	**Learning Environment**—Instructor creates an environment that supports effective learning.	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
2.1	Values and respects student diversity and addresses individual needs	1	2	3	1	2	3
2.2	Establishes a fair and respectful learning environment suitable for adults	1	2	3	1	2	3
2.3	Encourages students to make choices in learning activities	1	2	3	1	2	3
2.4	Fosters a spirit of collaboration in the classroom	1	2	3	1	2	3
2.5	Communicates high expectations for all students	1	2	3	1	2	3

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III	Assessment—Instructor assesses learning and communicates results to students.	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
3.1	Establishes a baseline of knowledge, skills and learning styles through the use of KYAE approved or recommended assessments	1	2	3	1	2	3
3.2	Uses KYAE approved assessments and informal assessments to measure student progress and communicates the results to the student in a clear, timely and confidential manner	1	2	3	1	2	3
3.3	Provides opportunities for student self-evaluation	1	2	3	1	2	3
3.4	Analyzes and evaluates class and student performance data	1	2	3	1	2	3

IV	Instruction—Instructor plans, implements and manages differentiated instruction that develops student abilities to communicate, apply concepts, think critically, solve problems and become self-sufficient individuals.	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
4.1	Interprets assessment results to develop differentiated instruction and adapt to individual needs	1	2	3	1	2	3
4.2	Develop learning objectives aligned with student goals, abilities, needs and KYAE content standards	1	2	3	1	2	3
4.3	Plans instruction relevant to the life experience of students	1	2	3	1	2	3
4.4	Plans and adapts instructional strategies using a variety of learning techniques	1	2	3	1	2	3
4.5	Plans and implements student-centered instructional activities	1	2	3	1	2	3
4.6	Implements instruction in ways that facilitate critical thinking skills	1	2	3	1	2	3
4.7	Demonstrates ability to improve student outcomes	1	2	3	1	2	3
4.8	Implements a variety of technologies and adaptations to enhance student learning	1	2	3	1	2	3
4.9	Encourages development of technological literacy as an essential life skill	1	2	3	1	2	3
4.10	Uses time, space, and materials effectively	1	2	3	1	2	3

V	**Self-Reflection**—Instructor reflects on the effectiveness of specific teaching strategies and instructional materials.	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
5.1	Uses data to evaluate student learning and progress/gains	1	2	3	1	2	3
5.2	Uses data to evaluate instructional practice and instructional materials	1	2	3	1	2	3
5.3	Uses data to identify areas for professional growth	1	2	3	1	2	3
5.4	Uses student feedback to revise instruction	1	2	3	1	2	3

VI	**Professional Development**—Instructor develops and completes an approved professional development plan to build instructional and technological knowledge and skills based on student needs.	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
6.1	Assesses performance using the KYAE self-evaluation form	1	2	3	1	2	3
6.2	Identifies priorities for professional development based on data from self-evaluation, student performance data, program improvement goals and best practices	1	2	3	1	2	3
6.3	Designs an annual professional growth plan that reflects both program goals and individual staff member needs	1	2	3	1	2	3
6.4	Shows evidence of professional growth in identified priority areas through the impact on instructional effectiveness	1	2	3	1	2	3
6.5	Completes KYAE professional development requirements each year	1	2	3	1	2	3

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Step 2: PD Needs and Priorities

Instructions: List the standards for which you circled 1 for Self-Assessment <u>and</u> 1 for Priority.

STANDARD (NEED & HIGH PRIORITY)	WORKSHOPS & SELF-DIRECTED ACTIVITIES TO ADDRESS THE NEED & PRIORITY

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STEP 3: PD Goal Identification
Answering the following questions will help you create your professional goal.

1. From the self-evaluation you completed and the area of need you identified in **Step 2**, what is the primary goal you want to achieve in your practice this year? Remember a SMART goal is:
- Specific—*What? Why? How?*
- Measurable—*be able to see progress*
- Attainable
- Realistic—*do-able*
- Timely—*set a timeframe; put an end on your goal*

Write your goal in the space below:

2. Aligning your goal with your program's goal is important to do. How does your goal align with your program's goals?

3. Achieving your goal will help your students accomplish what? Check all that apply.

☐ Enter employment   ☐ Retain employment
☐ Earn a GED   ☐ Enter postsecondary education
☐ Improve math skills   ☐ Improve reading skills
☐ Stay in the program long enough to achieve their goals
☐ Improve job performance

Now that you've completed your self-review, you're ready to transfer the information to PDtrack. Go to https://pdtrack.kyvae.org and create your plan.

We hope this planning form was helpful.
KYAE Professional Development Staff